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# OSH Training Records

**Presented by:** ETTA Bureau, (919) 707-7876

# Objectives

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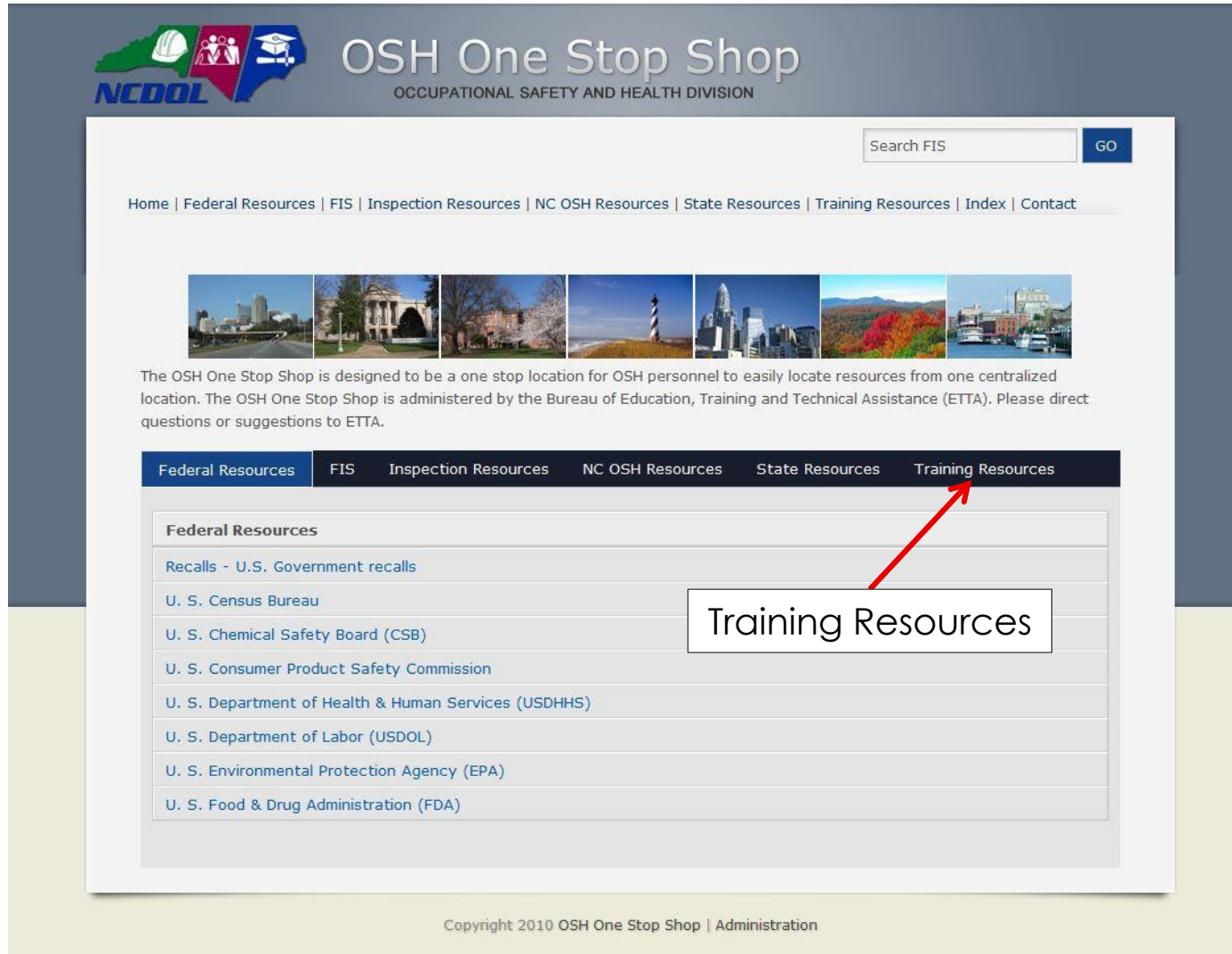
- How to Access Training Records Database
- How to Read Your Training Records
- Submitting Training Documentation
- CourseMill Webinars (OTI)
- FAQ's

# Benefits

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- Less Paperwork
- Less Work overall
- If needed for legal purposes
- Complete Training Records For:
  - Appraisals
  - Certifications
  - Federal Audit
  - Personal reference
  - Seeking employment

# OSH Training Records Database



The screenshot shows the OSH One Stop Shop website. At the top, there is a logo for NCDOL (North Carolina Department of Labor) and the text "OSH One Stop Shop" and "OCCUPATIONAL SAFETY AND HEALTH DIVISION". Below this is a search bar labeled "Search FIS" with a "GO" button. A navigation menu includes links for Home, Federal Resources, FIS, Inspection Resources, NC OSH Resources, State Resources, Training Resources, Index, and Contact. A row of six small images follows. Below the images is a paragraph explaining the purpose of the OSH One Stop Shop. A dark navigation bar contains links for Federal Resources, FIS, Inspection Resources, NC OSH Resources, State Resources, and Training Resources. A red arrow points from the "Training Resources" link to a white box labeled "Training Resources". Below this bar, the "Federal Resources" section is expanded, showing a list of links to various U.S. government agencies. At the bottom, a copyright notice reads "Copyright 2010 OSH One Stop Shop | Administration".

**OSH One Stop Shop**  
OCCUPATIONAL SAFETY AND HEALTH DIVISION

Search FIS

[Home](#) | [Federal Resources](#) | [FIS](#) | [Inspection Resources](#) | [NC OSH Resources](#) | [State Resources](#) | [Training Resources](#) | [Index](#) | [Contact](#)

The OSH One Stop Shop is designed to be a one stop location for OSH personnel to easily locate resources from one centralized location. The OSH One Stop Shop is administered by the Bureau of Education, Training and Technical Assistance (ETTA). Please direct questions or suggestions to ETТА.

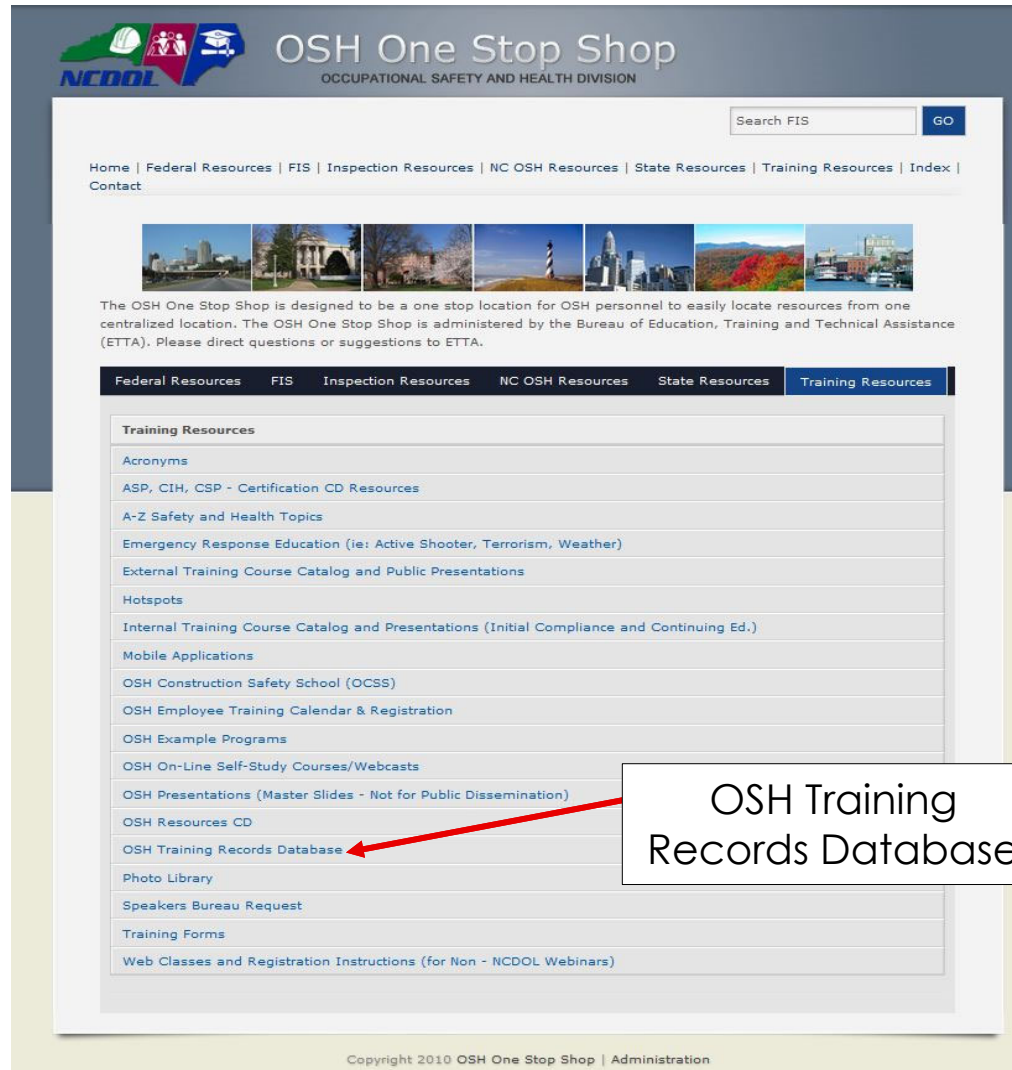
[Federal Resources](#) | [FIS](#) | [Inspection Resources](#) | [NC OSH Resources](#) | [State Resources](#) | [Training Resources](#)

**Federal Resources**

- [Recalls - U.S. Government recalls](#)
- [U. S. Census Bureau](#)
- [U. S. Chemical Safety Board \(CSB\)](#)
- [U. S. Consumer Product Safety Commission](#)
- [U. S. Department of Health & Human Services \(USDHHS\)](#)
- [U. S. Department of Labor \(USDOL\)](#)
- [U. S. Environmental Protection Agency \(EPA\)](#)
- [U. S. Food & Drug Administration \(FDA\)](#)

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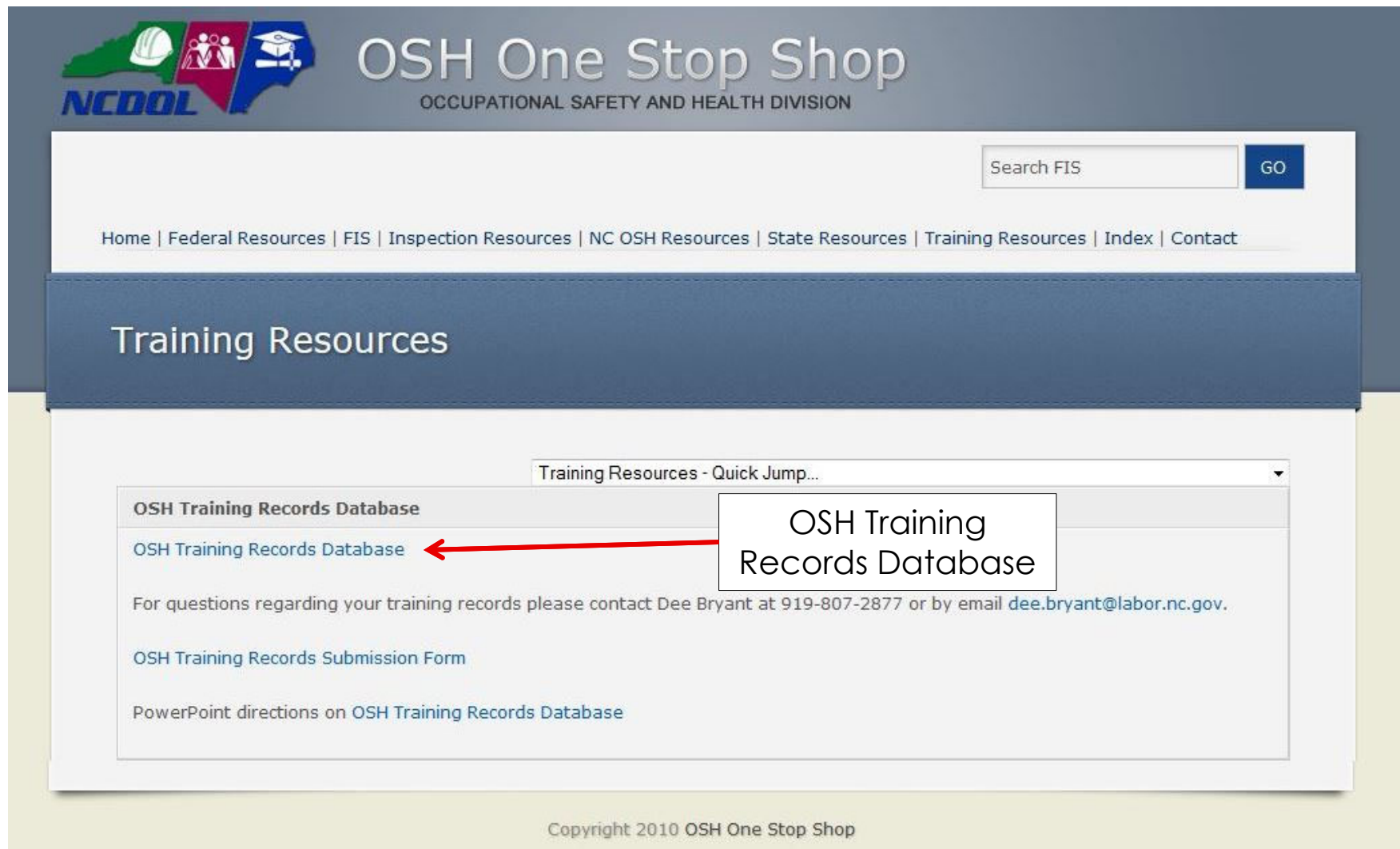
# OSH Training Records Database



The screenshot displays the 'OSH One Stop Shop' website, which is part of the NCDOL Occupational Safety and Health Division. The page features a navigation bar with links to Home, Federal Resources, FIS, Inspection Resources, NC OSH Resources, State Resources, Training Resources, and Index/Contact. A search bar for FIS is also present. Below the navigation bar is a banner with several small images. The main content area is titled 'Training Resources' and lists various links including Acronyms, ASP, CIH, CSP - Certification CD Resources, A-Z Safety and Health Topics, Emergency Response Education, External Training Course Catalog and Public Presentations, Hotspots, Internal Training Course Catalog and Presentations, Mobile Applications, OSH Construction Safety School (OCSS), OSH Employee Training Calendar & Registration, OSH Example Programs, OSH On-Line Self-Study Courses/Webcasts, OSH Presentations (Master Slides - Not for Public Dissemination), OSH Resources CD, **OSH Training Records Database**, Photo Library, Speakers Bureau Request, Training Forms, and Web Classes and Registration Instructions. A red arrow points from a callout box labeled 'OSH Training Records Database' to the corresponding link in the list.

Copyright 2010 OSH One Stop Shop | Administration

# OSH Training Records Database



The screenshot displays the 'OSH One Stop Shop' website, specifically the 'Training Resources' section. At the top, the NCDOL logo is visible alongside the text 'OSH One Stop Shop' and 'OCCUPATIONAL SAFETY AND HEALTH DIVISION'. A search bar labeled 'Search FIS' with a 'GO' button is present. Below this is a navigation menu with links: Home | Federal Resources | FIS | Inspection Resources | NC OSH Resources | State Resources | Training Resources | Index | Contact. The 'Training Resources' section is highlighted with a dark blue header. Below the header, a dropdown menu titled 'Training Resources - Quick Jump...' is open, showing a list of links. A red arrow points to the first link, 'OSH Training Records Database'. Other links in the dropdown include 'OSH Training Records Submission Form' and 'PowerPoint directions on OSH Training Records Database'. A text box next to the first link provides contact information for Dee Bryant. The footer of the page indicates 'Copyright 2010 OSH One Stop Shop'.

OSH One Stop Shop  
OCCUPATIONAL SAFETY AND HEALTH DIVISION

Search FIS GO

Home | Federal Resources | FIS | Inspection Resources | NC OSH Resources | State Resources | Training Resources | Index | Contact

Training Resources

Training Resources - Quick Jump...

OSH Training Records Database

OSH Training Records Database

For questions regarding your training records please contact Dee Bryant at 919-807-2877 or by email [dee.bryant@labor.nc.gov](mailto:dee.bryant@labor.nc.gov).

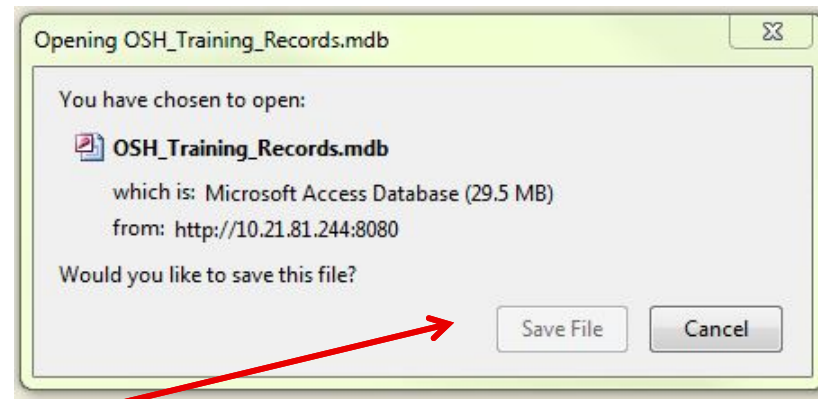
OSH Training Records Submission Form

PowerPoint directions on OSH Training Records Database

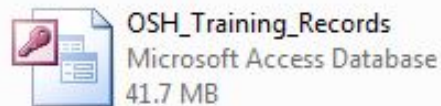
Copyright 2010 OSH One Stop Shop

# OSH Training Records Database

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Save File to Desktop (easily accessibility)



Look for Training Records on your desktop, double click to open.

**NOTE:** Remember to delete the database from your desktop after you have printed your records.

# OSH Training Records Database



OSH Training Records

**NCDOL**  
N.C. Department of Labor

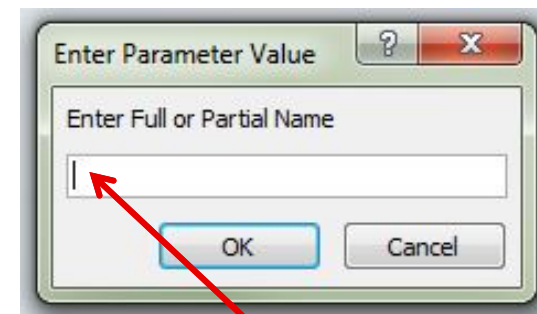
**Division of Occupational Safety and Health  
Training Records Database**

Forms	Reports
<a href="#">OSH Registration</a>	<a href="#">OSH Training Report</a>
<a href="#">Open Core Form</a>	<a href="#">Admin Training Report</a>
<a href="#">Register New Class</a>	<a href="#">Additional Information</a>

Last Updated June 20, 2016

Will let you know the last time the database was updated, on the One Stop Shop.

To Access Your Training Record



Enter Parameter Value

Enter Full or Partial Name

OK Cancel

Enter first and/or last name. The more specific the better. The database is not case sensitive.



# OSH Training Records Database



Training Records  
Cory Dunphy  
EOD 1/1/2011  
CSHO ID P3482  
ETTA

Initial Compliance Course #100 Completion Date	4 / 8 / 2011	Safety and Health Management Systems #245 Completion Date	6 / 21 / 2016
Intro to Safety Standards for Safety Officers #105 Completion Date	3 / 4 / 2011	Introduction to On-site Consultation #1500 Completion Date	
Accident Investigations #123 Completion Date <input type="checkbox"/>	4 / 14 / 2016	Legal Aspects #141 Completion Date	4 / 14 / 2016
Intro to Health Standards for Industrial Hygienists #125 Completion Date	5 / 25 / 2011	Incident Command System #100 Completion Date	2 / 10 / 2011
Investigative Interviewing Techniques #131 Completion Date <input type="checkbox"/>	4 / 14 / 2016	Incident Command System #200 Completion Date	4 / 11 / 2011
Technical Writing Completion Date	4 / 14 / 2011	Incident Command System #700 Completion Date	2 / 20 / 2012
<i>check mark indicates completed course equivalent</i>			
		Defensive Driving	12 / 13 / 2011

## CERTIFICATIONS/ DESIGNATIONS

<input checked="" type="checkbox"/> OCSS	<input checked="" type="checkbox"/> MESH	<input type="checkbox"/> ADV - MESH	<input type="checkbox"/> CPM	<input type="checkbox"/> CHSP
<input checked="" type="checkbox"/> ASP	<input checked="" type="checkbox"/> C - MESH		<input type="checkbox"/> GSP	<input type="checkbox"/> CHST
<input type="checkbox"/> CSP	<input checked="" type="checkbox"/> PS - MESH		<input type="checkbox"/> OHST	<input type="checkbox"/> CET
<input type="checkbox"/> CIH	<input checked="" type="checkbox"/> IH - MESH	<input type="checkbox"/> PE	<input type="checkbox"/> CHMM	<input type="checkbox"/> STS

## NOTE:

P: Partial Credit

C: Completion

Monday, July 15, 2019

Page 1 of 6

Your Name, Bureau and  
EOD Date (Entry Day of Duty)  
CSHO ID & Bureau

## Core Courses

This section is when you've completed your core courses.

This section will have only the most recent Core Classes you've taken a core class more than once it will still show in your training records.

Certifications you've received

# Training Documentation

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## Send Certificate

500/501  
(Send Certificate and Card)

External Training  
(Send Certificate and/or Card)

Safety Schools / Conferences

HAZWOPER  
(Send Certificate **and** Card)

FEMA Courses

All USDOL/OSHA/OTI  
Training

Any and All Training  
You Receive a Certificate For

# Training Documentation

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## NCDOL Certificates you'll receive

Core Courses

100  
105  
123/131  
125  
141  
345

Technical Writing

ETTA Webinars

# Training Documentation

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Do not send Certificate/Documentation

OSH Internal Training  
(ie: Core, PSM, CPR, etc)

Bureau Meetings

ETTA Webinars

District Meetings

Individual Training Topic

OSH Division Training

# External Training (No Certificate Given)

- Complete Training Submission Form, located on the One Stop Shop
- This form is NOT needed if you have a certificate.
- Needed if:
  - National Safety Council webinars
  - Third party webinars
  - Other third party training



## OSH Training Attendance Record

Please submit this form to your supervisor for all training, seminars, conferences, workshops, etc. that you attended but *did not* receive a certificate or when there was no training roster. Then fax this form to ETTA 919-807-2876 to be entered into the OSH Division Training Records Database. This information will be used to maintain your individual education and training record. *Please note: If you received a training certificate or signed a roster, it is not necessary to complete this form; just send ETTA a copy of your certificate or a copy of the roster. For ETTA sponsored events, you do not need to send ETTA a copy of the roster.*

Name:	<input type="text"/>
Bureau:	<input type="text" value="~ Select One ~"/>
Training Title:	<input type="text"/>
Hours Trained:	<input type="text" value=""/> hours <input type="text" value=""/> minutes
Date(s) of Training:	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> - <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Location:	<input type="text"/>
Comments	<input type="text"/>
Training Provided by (Check One):	
<input type="checkbox"/> NCDOL	<input type="checkbox"/> OSH Division
<input type="checkbox"/> USDOL – Federal OSHA	<input type="checkbox"/> Safety and Health Council of NC
<input type="checkbox"/> National Safety Council	<input type="checkbox"/> NCSU Industry Expansion Solutions
<input type="checkbox"/> OSHA Training Institute (OTI)	
<input type="checkbox"/> Other:	<input type="text"/>

Supervisor Signature Verification: \_\_\_\_\_

Date: \_\_\_\_\_

Revised March 6, 2017  
If you have any questions, contact Dee Bryant at (919) 707-7858.

# External Training (No Certificate Given)

- Your Name
- Bureau (not district)
- Training Event
  - Complete Course Title
- Hour(s) Trained
- Date(s) Trained
- Location
- Comments
- Training Provided By
- Supervisors Signature



## OSH Training Attendance Record

Please submit this form to your supervisor for all training, seminars, conferences, workshops, etc. that you attended but *did not* receive a certificate or when there was no training roster. Then fax this form to ETTA 919-807-2876 to be entered into the OSH Division Training Records Database. This information will be used to maintain your individual education and training record. *Please note: If you received a training certificate or signed a roster, it is not necessary to complete this form; just send ETTA a copy of your certificate or a copy of the roster. For ETTA sponsored events, you do not need to send ETTA a copy of the roster.*

Name:	<input type="text"/>
Bureau:	<input type="text" value="~ Select One ~"/>
Training Title:	<input type="text"/>
Hours Trained:	<input type="text"/> hours <input type="text"/> minutes
Date(s) of Training:	<input type="text"/> / <input type="text"/> / <input type="text"/> - <input type="text"/> / <input type="text"/> / <input type="text"/>
Location:	<input type="text"/>
Comments	<input type="text"/>
Training Provided by (Check One):	
<input type="checkbox"/> NCDOL	<input type="checkbox"/> OSH Division
<input type="checkbox"/> USDOL – Federal OSHA	<input type="checkbox"/> Safety and Health Council of NC
<input type="checkbox"/> National Safety Council	<input type="checkbox"/> NCSU Industry Expansion Solutions
<input type="checkbox"/> OSHA Training Institute (OTI)	
<input type="checkbox"/> Other:	<input type="text"/>

Supervisor Signature Verification: \_\_\_\_\_

Date: \_\_\_\_\_

Revised March 6, 2017  
If you have any questions, contact Dee Bryant at (919) 707-7858.

# OSH Internal Training

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- Register online thru the OSH One Stop Shop
- Please register correctly and be sure of accuracy of spelling and email addresses
- Register using your official NCDOL email address and phone number
- If your information is incorrect you may be removed and have to re-register with corrected information

# OTI Webinars

- New Staff Members
  - Complete Student Data Form for OTI and to be entered into Training Records Database.
  - When you send the form please include your CSHO ID and EOD date (entry day of duty)

STUDENT DATA FORM		US DEPARTMENT OF LABOR Occupational Safety and Health Administration	FORM APPROVED OSHA NO. 3218-0172
COURSE DATA			
Course Number/Title:			
Course Dates:		Scheduled Offering ID (if available):	
PERSONAL DATA			
Last Name:		First Name:	
Email Address:			
Phone Number:		Job Specialization:	
ORGANIZATION DATA			
Organization Name: North Carolina Department of Labor			
Street Address: 1101 Mall Service Center			
City:	State:	Postal Code:	
Raleigh	NC	27699-1101	
Country: USA			
SUPERVISOR DATA			
Name of Supervisor:			
Supervisor Email:		Supervisor Phone:	
STUDENT GROUP (complete this section by making a single selection from only ONE of the following group sections 1-4 below)			
1. FEDERAL OSHA			
<input type="checkbox"/> National Office <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10			
2. STATE OSHA			
<input type="checkbox"/> Enforcement <input type="checkbox"/> Consultation			
3. OTHER GOVERNMENT AGENCY			
<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> International			
4. PRIVATE SECTOR			
<input type="checkbox"/> Employer Representative <input type="checkbox"/> Government Contract <input type="checkbox"/> Employee Representative <input type="checkbox"/> International			



# OTI Webinars

Federal Resources	FIS	Inspection Resources	NC OSH Resources	State Resources	Training Resources
Training Resources					
<a href="#">Acronyms</a>					
<a href="#">A-Z Safety and Health Topics</a>					
<a href="#">Certifications &amp; Resources</a>					
<a href="#">CSHO Progression Notebook</a>					
<a href="#">Emergency Response Education (ie: Active Shooter, Terrorism, Weather)</a>					
<a href="#">Equipment Loaner Request</a>					
<a href="#">External Training Course Catalog and Public Presentations</a>					
<a href="#">Hotspots</a>					
<a href="#">Internal Training Course Catalog and Presentations (Initial Compliance and Continuing Ed.)</a>					
<a href="#">NCDOL Publications</a>					
<a href="#">OSH Construction Safety School (OCSS)</a>					
<a href="#">OSH Employee Training Calendar &amp; Registration</a>					
<a href="#">OSH Example Programs</a>					
<a href="#">OSH On-Line Self-Study Courses/Webcasts</a>					
<a href="#">OSH Outreach Correspondence</a>					
<a href="#">OSH Presentations (Master Slides - Not for Public Dissemination)</a>					
<a href="#">OSH Training Records Database and Information</a>					
<a href="#">OTI Webinar and Registration Information</a>					
<a href="#">Photos/PPTs - Frequently Asked Questions</a>					
<a href="#">Speakers Bureau Request</a>					

Training Resources

OTI Webinar and  
Registration  
Information

# OTI Webinars

## OTI Webinar and Registration Information

As a reminder you must always get your supervisors' approval before taking any OTI webinars.

**New Employee Information:** To view any webinars (live or archived), all employees must complete a Student Data Form, complete the typeover sections only.

Student Data Form and Instructions

- [Student Data Form](#)
- [Instructions for Student Data Form](#) - Once completed email to [Dee Bryant](#) or fax to 919-707-7858.

## Current and Previous Webinar Information:

- [Webinar Information](#) (Rosters and PowerPoints)
- [Instructions for OTI Roster](#)

Live and Previously Recorded

## View Archived Webinars with Instructions:

- [List of Archived OTI Webinars](#)
- [Course Mill Website](#)
- [Instructions to access Course Mill Website](#)
- [User ID's](#)

List of all OTI Archived Webinars

View Archived (Pre-recorded) OTI webinars

These webinars are for NCDOL employees only and may not to be distributed to the public.

# OTI Webinars

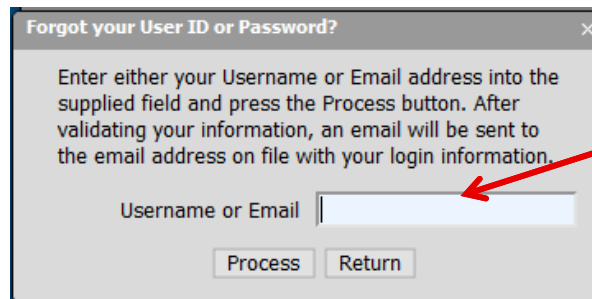
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Before you can access the archived Webinars, you must first be in the system. This could take up to 2 weeks after I've received the Student Data Form



The screenshot shows the 'Sign In' page for OSHA eLearning. It features the OSHA eLearning logo at the top. Below the logo, there is a 'Language' dropdown menu set to 'English'. Underneath, there are input fields for 'User ID' and 'Password'. A 'Go' button is located below the password field. At the bottom of the form, there is a link that reads 'Forgot your User ID or Password?'. A red arrow points from a text box on the right to this link.

Click on "Forgot your User ID or Password"



The screenshot shows the 'Forgot your User ID or Password?' page. It contains instructions: 'Enter either your Username or Email address into the supplied field and press the Process button. After validating your information, an email will be sent to the email address on file with your login information.' Below the text is an input field labeled 'Username or Email'. At the bottom, there are two buttons: 'Process' and 'Return'. A red arrow points from a text box on the right to the input field.

Enter your email and follow the prompts

If you need additional assistance call Jay at 919-707-7858

# FAQ's

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**Q:** What if I have old training from previous employers?

**A:** You can submit certificates, I will enter into your training records that are relevant to OSH.

**Q:** What if I am from another state plan or Federal OSHA and have previous OSHA training?

**A:** Please submit training certificates and/or cards.

# FAQ's

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**Q:** What if I leave OSH and return, what about my training records from my previous employment here

**A:** Great question, it happens all the time. I do not delete anyone from the database, however you will need to complete another Student Data Form for OTI.

**Q:** What if there is an error?

**A:** Call me and we'll get it sorted out.

# Thank You For Attending!

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## Final Questions?

Jay Cronley

919-707-7858

Jay.cronley@labor.nc.gov